

# DEPARTMENT OF HUMAN RESOURCE MANAGEMENT POLICIES AND PROCEDURES MANUAL

## **TABLE OF CONTENTS**

## **General Policies**

Policy Number	Policy Name	Effective Date	Revised Date
1.01 1.05 1.10 1.20	Introduction Alcohol and Other Drugs Awards for Length of Service Employee Recognition Programs  • Handbook	9/16/93 9/16/93 9/16/93 9/16/93	9/01/00
1.21	<ul> <li>Employee Suggestion Program</li> <li>ESP Form</li> <li>ESP Administrative Manual</li> </ul>	7/01/94	9/25/03
1.25 1.30	<ul> <li>Hours of Work</li> <li>Layoff <ul> <li>Executive Branch Interagency Placement Form</li> <li>L-1 Form – Notice of Layoff</li> <li>Re-Employment Opportunities Pool</li> </ul> </li> </ul>	9/16/93 9/25/00	11/10/04 8/10/02
1.35 1.40	<ul> <li>Emergency Closings</li> <li>Performance Planning and Evaluation</li> <li>Acknowledgement of Extraordinary Contributor</li> <li>Instructions of Completing Employee Work Profile</li> <li>Employee Work Profile</li> <li>Guide of Designing an Employee Work Profile</li> <li>Interim Evaluation Form</li> <li>Notice of Improvement Needed/Substandard Performance</li> <li>Performance Increases and Formula</li> </ul>	2/14/00 9/25/00	8/01/01
1.45	Probationary Period • Probationary Progress Review	9/25/00	8/01/01
1.50 1.55	Public and Private Employee Interchange Return to State Service  • March 16, 1998 Revision	9/16/93 9/16/93	
1.57	Severance Benefits  • Chart of Benefits	1/01/95	8/10/02



# DEPARTMENT OF HUMAN RESOURCE MANAGEMENT POLICIES AND PROCEDURES MANUAL

## **TABLE OF CONTENTS**

Policy Number	Policy Name	Effective Date	Revised Date			
1.60	<ul> <li>Standards of Conduct</li> <li>November 10, 2004 Revision</li> <li>September 25, 2000 Amendments</li> <li>Written Notice Form</li> </ul>	9/16/93				
1.61	<ul> <li>Telecommuting</li> <li>Determining Positions and Employees</li> <li>Sample Telecommuting Work Agreement</li> <li>Sample Checklist &amp; Employee Certification For</li> </ul>	2/14/00 m	04/01/03			
1.65	Temporary Work Force Reduction  • Notice of Temporary Work Force Reduction For	9/16/93 rm	10/25/02			
1.70 1.75 1.80 1.90	Termination/Separation from State Service Use of Internet and Electronic Communication Systems Workplace Violence Workforce Planning	9/16/93 8/01/01 5/01/02 9/25/03				
<b>Equal Opportunity and Employment Practices</b>						
2.05 2.10	Equal Employment Opportunity Hiring  • Sample Release of Information Form  • Sample Release for Fingerprint-Based Check	9/25/00 9/25/00	10/10/03			
2.20 2.30	Types of Employment Workplace Harassment	9/16/9 5/01/02				
Compensation Management						
3.05	<ul> <li>Pay Practices Chart</li> <li>Non-Base Pay Options Chart</li> <li>Exceptional Recruitment and Retention</li> <li>Options Chart</li> </ul>	9/25/00	3/01/01			
3.10 3.15	Compensatory Leave Overtime Leave	9/16/93 9/16/93				



# DEPARTMENT OF HUMAN RESOURCE MANAGEMENT POLICIES AND PROCEDURES MANUAL

## **TABLE OF CONTENTS**

## **Benefits Management**

Policy	Policy Name	Effective				
Number		Date	Date			
4.05	Administrative Leave	9/16/93	- /4 0 /0 4			
4.10	Annual Leave	9/16/93	7/10/04			
4.15	Educational Leave	9/16/93				
4.17	Emergency/Disaster Leave	9/25/03				
4.20	Family and Medical Leave	9/16/93				
	• June 16, 1997 Revision					
4.25	Holidays	9/16/93				
4.30	Leave Policies – General Provisions	9/16/93				
4.35	Leave Sharing	9/16/93	5/01/02			
4.37	Leave to Donate Bone Marrow or Organs	7/01/01				
4.40	Leave to Provide Community Service	7/01/01				
4.45	Leave Without Pay – Conditional/Unconditional	9/16/93				
4.50	Military Leave	9/16/93	7/10/04			
4.55	Sick Leave	9/16/93	7/10/04			
4.57	Virginia Sickness and Disability Program	1/01/99				
4.60	Workers' Compensation	9/16/93				
Management Development and Training						
5.05	Employee Training and Development	9/16/93				
5.10	Educational Assistance	5/01/02				
Records Management						
6.05	Personnel Records Disclosure	9/16/93				
6.10	Personnel Records Management	9/16/93				
	<i>6</i>					